CASPER COLLEGE COURSE SYLLABUS
MGT 2320 - Food and Beverage Management
Spring 2016

Lecture Hours: Online   Lab Hours: 0   Credit Hours: 3

Class Time: Online   Days: Online   Room: Online

Instructor’s Name: Ginny Garner
Instructor’s Contact Information: BU #208
Office Phone: (307) 268-2600
Email: ggarner@caspercollege.edu
www.facebook.com/CreatingExperienceMakers
www.facebook.com/CasperCollege.HospitalityManagement
(I will respond to emails within 24-hours, Monday-Friday)

Office Hours: Monday & Wednesday: 1 p.m.-2:30 p.m.
Tuesday & Thursday: 10:00 a.m.-11:00 a.m. & 1:45 p.m.-2:15 p.m.
Other Times: By Appointment
**Course Description:** Provides a basic understanding of food production and service management, sanitation, menu planning, purchasing, storage, and beverage management.

**Statement of Prerequisites:** None

**Institutional Outcomes:**
- Demonstrate effective oral and written communication
- Solve problems using critical thinking and creativity
- Appreciate aesthetic and creative activities
- Use appropriate technology and information to conduct research

**Program Goals:**
- The School of Business and Industry provides students with the academic programs of general and specialized learning in preparation for responsible careers in the world of business.
- Business/Hospitality majors have the opportunity to pursue a top-quality two-year degree in Management, Marketing or Hospitality that provides the skills and abilities to succeed in the business world upon graduation.
- This educational experience enables students to develop the expertise needed to function in a retail environment and to develop an understanding of the social and economic forces shaping the future of the world’s economy.

**Course Goals:** Provide a basic understanding of food production and service management, sanitation, menu planning, purchasing, storage, and beverage management.

**Course Objectives:** At the completion of this course students should be able:
- Explain how restaurant and foodservice costs affect profitability.
- Explain the basic restaurant or foodservice cost control.
- Explain the purpose of budgets and forecasts
- List and describe the forecasting methods used by restaurant and foodservice managers.
- Describe how to prepare food and labor cost budgets.
- Explain how to calculate the cost of sales and how to calculate the actual costs of sales.
• Explain the importance of standardized recipes to cost control and product consistency.
• Describe the menus product mix, menu engineering and pricing formulas, and describe how external and internal factors influence menu pricing and adjustments.
• Explain the purchase process, the various types and determine who should make purchasing decisions.
• Explain the process for managing vendor delivery schedules and the proper procedures for receiving goods.
• Discuss food storage techniques and the FIFO method of stock rotation.
• Describe the tools managers use to estimate food-production levels.
• Explain how managers monitor food quality and the food-production process.
• Explain the importance of training, monitoring, and follow-through as they relate to the service team.
• Explain the importance of product usage and waste reports to control the cost of high-cost food items.
• Outline the steps involved in controlling labor costs and explain how payroll costs, FICA, Medicare, and employee benefits make up labor costs.
• Identify and explain the three parts of the revenue collection system.
• Explain the basic control standards to safeguard cash and credit card information.
• Describe the four steps in the revenue security system.

(This Syllabus is Tentative and Subject to Change)

Methodology: Online course with successful completion of ten (10) quizzes, (12) discussion assignments, one (1) reflection paper and one (1) final exam.

Evaluation Criteria: This course is as a total of 1,000 points for the course. These points will be earned through ten (10) quizzes for a total of 200 points; weekly, discussion assignments for a total of 550 points; a field project worth 150 points and a final exam worth 100 points = 1,000 points/course.

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Quizzes: There will be ten (10) quizzes, one at the end of each week. Quizzes will be given through your Moodle account and will consist of multiple choice, true/false and fill in the question. Each quiz is worth 20 points/each.
Discussion Assignments: There will be one discussion assignment for each week for a total of 50 points per week. All discussion assignments will be posted at the start of each week. Please see the attached sheet for specific dates. An introduction and evaluation posting for 25 points/each is also required for a course total of 550 points.

Quizzes and Discussion Assignments are due by 11:59 p.m. (MST) every Sunday.

Field Project: You will complete a three-part Field Project at the end of the semester for a total of 150 points. More information will be provided at a later date.

Final Exam: You will take a comprehensive final exam will be administered through Casper College’s ACT Center. If you complete the test with a 70% or higher, you will receive a ManageFirst certificate of completion from the National Restaurant Association. More information will be provided at a later date: The test is worth 100 points. Your final exam will be given April 11th-15th to ensure we receive your scores by the end of the semester!

DO NOT THROWAWAY YOUR ACCESS CODE IN THE FRONT OF YOUR BOOK! THIS IS YOUR “TICKET” FOR YOUR FINAL EXAM!

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identified information will be removed from student work.

Participation: If you are not participating in the class, you will not pass.

Grading:

- Quizzes: 200 Points 20 points/quiz
- Discussion Assignments: 550 Points 50 points/week
- Field Project: 150 Points
- Final Exam 100 Points
- Total: 1,000 Points
• Grades will be posted in the grade book section of your Moodle account.

• Grades will not be given over the phone or to anyone other than the student without the proper documentation.

• Your final grade will be based on the percentage points you receive on the quizzes, discussion assignments, and final exam.

  90-100 = A  
  80-89 = B  
  70-79 = C  
  60-69 = D  
  59-0 = F


**Class Policies:** Last Date to Change to Audit Status or to Withdraw with a W Grade: April 14, 2016.

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.
Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.
Class Schedule & Dates to Remember

January 19th-January 24th: Introductions & Review Syllabus

January 25th-January 31st: Chapter One
February 1st-February 7th: Chapter Two
February 8th-February 14th: Chapter Three
February 15th-February 21st: Chapter Four
February 22nd-February 28th: Chapter Five
February 29th-March 6th: Chapter Six
March 7th-March 13th: Chapter Seven
March 14th-March 20th: Spring Break!
March 21st-March 27th: Chapter Eight
March 28th-April 3rd: Chapter Nine
April 4th-April 10th: Chapter Ten

April 11th-April 17th: Final Exam Week! Make Appt with ACT Center!

April 18th-24th: Field Project #1
April 25th-May 1st: Field Project #2
May 2nd-8th: Field Project #3